



Absence Request Form

This form is to be used to request in advance that an absence should be deemed an **authorised** absence by the school. Any absence taken for an event that is known about in advance for which permission was not sought first will be deemed an **unauthorised** absence. This form should be handed to your form tutor **at least** a week in advance of the request.

Please see notes overleaf outlining the criteria for authorisation.

Student's Name _____ Form / Tutor Group _____
PLEASE PRINT

I am requesting leave of absence from (day/date/time) _____ to _____

Total number of school days to be missed _____ (days)

Reason for absence _____

Signature of parent/carer _____ Date _____

Seen by Form Tutor	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Agreed by SLT Link	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Partial	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			No. of days authorised		

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Tutor – please return this reply slip to the student named below as soon as possible

Students's Name _____ Form / Tutor Group _____
PLEASE PRINT

Requested leave of absence dates _____ to _____

- Your request for leave of absence has been agreed by the school. It is your daughter's responsibility to catch up on any work missed during this absence.
- The school cannot agree to your request for leave of absence for the following reason:

- As it cannot be justified under government directives as an exceptional case
- _____

School stamp

We regret that if your daughter is absent for this period then it will be recorded as an unauthorised absence.

Signed _____ Date _____

LEAVE OF ABSENCE

Pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to ask us to approve the absence in advance, which we will do when there is an exceptional reason.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of under achievement which we, working in partnership with parents, seek to avoid.

If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence.

Absence requests are authorised for:

- Music/dance exams
- Orthodontist and other medical appointments

Absence requests are not usually authorised for:

- Occasional visits
- Family days out
- Holidays

Please arrange for regular dental and optician check-ups to take place during school holidays.